



CITY OF CATHEDRAL CITY

Personnel Department
68-700 Avenida Lalo Guerrero
Cathedral City CA 92234
(760) 770-0340

GENERAL INSTRUCTIONS

Read these instructions and the attached information before completing the application. Failure to complete the application as directed may result in disqualification of your application.

Applications

Applications are only accepted only for positions that are currently open.

Please fill out the all parts of the application materials completely and accurately.

Unsigned applications will be rejected

Faxed application materials are not acceptable

References

It is the policy of the City to check applicant references. Include at least one reference for each of your last three positions. A complete mailing address and telephone number is required for each reference submitted, and a waiver authorizing the release of information must be signed at the time of the interview.

Screening

The City will prescreen the applications in order to select the most suitable applicants to continue in the process. Applicants are selected on the basis of information supplied on the application materials as related to the specific position.

Applicants will be notified of the status of their application after the closing date for the position being filled.

Unsuccessful applicants will be notified by mail after the position has been filled.

Testing

Some positions require testing. Please review the application materials for information about this part of the selection process

Equal Opportunity

The City of Cathedral City is an equal opportunity employer and does not discriminate against an applicant on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, sexual orientation, domestic partnership status, veteran status, physical or mental disability. The City is committed to taking affirmative steps to ensure that minorities and women are adequately represented in the City's work force.

Please return the Equal Employment Opportunity Questionnaire with your application. This is confidential and is not used in considering your application for employment. If you have a disability that requires special accommodation for testing (e.g., written test, typing test, performance test or oral interview), please contact the Human Resources Office of your needs at the time you submit your application in order for the City to determine what accommodations can be made.

Convictions

If you have been convicted of any law violation (other than a minor traffic violation), be certain to provide complete details. While a conviction does not necessarily rule out employment with the City, the withholding of such information is grounds for automatic disqualification. A felony conviction during the last five years MAY disqualify an applicant under certain circumstances. Please request a *Conviction Review Form* and return it with your application.

City policy requires that all City personnel must undergo and pass a pre-employment physical, which may include a drug screen.

Only the Human Resources Office has the authority to make a job offer for any City position.



APPLICATION FOR EMPLOYMENT

City of Cathedral City

Human Resources Office

68-700 Avenida Lalo Guerrero

Cathedral City, CA 92234

Job Hotline Number (760) 770-0365

Read the job description, to see if you meet the requirements. Show clearly all-previous work experience, education and training which qualifies you **for this job**.

False statements or unsigned applications are cause for rejection of application, removal of name from eligibility list, or dismissal from employment.

FILL OUT COMPLETELY AND DELIVER TO THE PERSONNEL DEPARTMENT
(Please type or print)

| | | |
|----------------------|---------------------------|------------------------|
| POSITION APPLIED FOR | | SOCIAL SECURITY NUMBER |
| LAST NAME: | FIRST NAME: | MIDDLE INITIAL |
| STREET ADDRESS | | |
| CITY | STATE | ZIP CODE |
| HOME TELEPHONE | MESSAGE/DAYTIME TELEPHONE | |

Are you presently employed by the City of Cathedral City? Yes ___ No ___

Have you ever worked for the City of Cathedral City? Yes ___ No ___

Do you have any relatives working for the City of Cathedral City? Yes ___ No ___

If you answered yes above, describe position held, name of relative(s), etc.:

Driver's License Number: _____ Class: _____ Expiration Date: _____ State: _____

If hired, can you provide proof of your legal right to work in the United States? Yes ___ No ___

Federal Military Service: Have you ever served in the United States armed forces? Yes ___ No ___

Branch of Service: _____ Rank or Rating: _____ From: _____ To: _____

Do you possess an honorable discharge from your last active duty? Yes ___ No ___

Date of Discharge: _____

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Conviction

Have you ever pleaded guilty, been convicted, fined, imprisoned, placed on probation or been given a suspended sentence (except for juvenile convictions)? Yes ____ No ____

If yes, explain in full detail below: (Being convicted of a crime in itself does not void your consideration of employment, as all employment selections are based on job related qualifications).

| Date | City & State | Charge (describe fully) | Disposition |
|------|--------------|-------------------------|-------------|
| | | | |
| | | | |

Language Ability: (Specify, other than English)

| LANGUAGE | READ | WRITE | SPEAK |
|----------|------|-------|-------|
| | | | |
| | | | |

Special Skills:

| COMPUTER SOFTWARE USED | BEGINNER | INTERMEDIATE | ADVANCED |
|------------------------|----------|--------------|----------|
| WORD | | | |
| EXCEL | | | |
| ACCESS | | | |
| POWERPOINT | | | |
| OTHER LIST: | | | |

Education: Last Elementary, Junior, or Senior High School Attended:

| NAME OF HIGH SCHOOL | LOCATION | GRADUATE | GED |
|---------------------|----------|----------|-----|
| | | | |

| NAME & LOCATION OF ALL COLLEGES & UNIVERSITIES ATTENDED | DATES ATTENDED FROM - TO | FULL OR PART TIME | NO. CREDITS EARNED | SEM. OR QTR. | MAJORS & MINORS | TYPE OF DEGREE RECEIVED | DATE OF DEGREE |
|---|--------------------------|-------------------|--------------------|--------------|-----------------|-------------------------|----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| NAME & LOCATION OF BUSINESS OR TRADE SCHOOLS ATTENDED. (INCLUDE ANY RELATED COURSES OR TRAINING RECEIVED). | DATES ATTENDED FROM - TO | COURSE (S) OF STUDY | CERTIFICATE OR LICENSE RECEIVED | DATE RECEIVED |
|--|--------------------------|---------------------|---------------------------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Experience: List all jobs you have held beginning with your present or most recent job. Include earlier experience, which may qualify you for the position. **(“See attached resume” is not acceptable in lieu of filling out this section).** If you need more space you may attach additional sheets in the same format. By giving complete information you may improve your chances of employment.

CURRENT OR LAST POSITION

| | | | |
|---|----------------|---------------|----------------|
| FROM: MONTH/YEAR | TO: MONTH/YEAR | JOB TITLE: | SALARY |
| EMPLOYER NAME | ADDRESS | CITY | STATE ZIPCODE |
| DUTIES PERFORMED | | | |
| NAME OF SUPERVISOR: | | PHONE: () | NO. SUPERVISED |
| HRS/WK | | | |
| REASON FOR LEAVING | | | |
| May we contact this Employer? Yes No Notify me first | | | |

PREVIOUS POSITION

| | | | |
|---|----------------|---------------|----------------|
| FROM: MONTH/YEAR | TO: MONTH/YEAR | JOB TITLE: | SALARY |
| EMPLOYER NAME | ADDRESS | CITY | STATE ZIPCODE |
| DUTIES PERFORMED | | | |
| NAME OF SUPERVISOR: | | PHONE: () | NO. SUPERVISED |
| HRS/WK | | | |
| REASON FOR LEAVING | | | |
| May we contact this Employer? Yes No Notify me first | | | |

PREVIOUS POSITION

| | | | |
|---|----------------|---------------|----------------|
| FROM: MONTH/YEAR | TO: MONTH/YEAR | JOB TITLE: | SALARY |
| EMPLOYER NAME | ADDRESS | CITY | STATE ZIPCODE |
| DUTIES PERFORMED | | | |
| NAME OF SUPERVISOR: | | PHONE: () | NO. SUPERVISED |
| HRS/WK | | | |
| REASON FOR LEAVING | | | |
| May we contact this Employer? Yes No Notify me first | | | |

PREVIOUS POSITION

| | | | |
|--|----------------|------------|-----------------------|
| FROM: MONTH/YEAR | TO: MONTH/YEAR | JOB TITLE: | SALARY |
| EMPLOYER NAME | | ADDRESS | CITY STATE ZIPCODE |
| DUTIES PERFORMED | | | |
| NAME OF SUPERVISOR: | | PHONE: () | NO. SUPERVISED HRS/WK |
| REASON FOR LEAVING | | | |
| May we contact this Employer? Yes No Notify me first | | | |

References: Give name and home or business addresses of three persons, not related to you who have knowledge of your character, work experience and ability. Preferably list supervisors not shown in your work history or others who have observed you in a work situation.

| | |
|----------|---------------------------------|
| NAME: | BUSINESS/OCCUPATION |
| ADDRESS: | PHONE: AREA CODE /NUMBER () |

| | |
|----------|---------------------------------|
| NAME: | BUSINESS/OCCUPATION |
| ADDRESS: | PHONE: AREA CODE /NUMBER () |

| | |
|----------|---------------------------------|
| NAME: | BUSINESS/OCCUPATION |
| ADDRESS: | PHONE: AREA CODE /NUMBER () |

The City of Cathedral City may contact my former employers concerning my employment. Yes ___ No ___

CERTIFICATE OF APPLICANT: (Read carefully before signing)

I, the undersigned, hereby certify that all statements contained herein above, are true and correct to the best of my knowledge and belief. I understand that untrue statements or material facts herein will disqualify me from employment with the City of Cathedral City or may be grounds for dismissal. Furthermore, if hired, I may be required to submit verification of any information provided on this application.

Signature of Applicant: _____ Date: _____

| FOR CITY USE ONLY | | | |
|-------------------|-------|-----------|--------------------|
| | DATE | PASS/FAIL | APPLICANT NOTIFIED |
| WRITTEN TEST | _____ | _____ | _____ |
| PEFORMANCE | _____ | _____ | _____ |
| TYPING | _____ | _____ | _____ |
| SHORTHAND | _____ | _____ | _____ |
| INTERVIEW | _____ | _____ | _____ |
| OTHER | _____ | _____ | _____ |



CITY OF CATHEDRAL CITY
EQUAL OPPORTUNITY QUESTIONNAIRE

In order to comply with Federal Equal Employment Opportunity/ Affirmative Action regulations and guidelines, employers must have data available on applicant flow patterns. For this reason, we would appreciate your voluntary cooperation in providing the following information. This information is confidential and will be used for *statistical puposes only*. This information will be detached from your application and will not be used to discriminate against or give preference to any individual in any personnel transaction. This information may be provided to government officials investigating our compliance status.

| | |
|-----------------------|------|
| NAME | DATE |
| POSITION APPLIED FOR: | |

Check the categories that apply to you:

☐ Male ☐ Female ☐ Are you age 40 or over?

ETHNIC CATEGORY (CHECK ONE)

☐ **American Indian or Alaskan Native**

All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

☐ **Asian and Pacific Islander**

All people having origins in the original peoples of the Far East, the Philippines, or the Pacific Islands.

☐ **Black Non-Hispanic**

All persons having origins in any of the black racial groups of Africa.

☐ **Hispanic**

All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ **White Non-Hispanic**

All persons having origins in any of the peoples of Europe, North Africa or the Muddle East.

DISABILITY

A physical or mental impairment that substantially limits one or more life activities, including a psychological disorder or condition, cosmetic disfigurement, or anatomical loss.

☐ Disabled ☐ Yes ☐ No

WHERE DID YOU LEARN ABOUT THIS POSITION? (SPECIFY)

- ☐ Job Hotline
- ☐ Walk-in
- ☐ Friend or employee
- ☐ Newspaper Advertisement
- ☐ Internet
- ☐ Other _____